# APPENDIX B

NAVIGATION PATHS TO PERSON-RELATED DATA ELEMENTS

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# Appendix B

# Navigation Paths to Person-Related Data Elements

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**Introduction to Appendix**

This appendix provides the navigation paths to "person" data elements that are accessed via the taskflow buttons located at the bottom of the **People, Enter and Maintain** Window and the **Request for Personnel Action (RPA)** Window.

This appendix is organized according to how the data elements are grouped and accessed in the modern DCPDS. Navigation paths and specific steps for following the navigation paths and accessing the data are included.

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**Appendix Contents**

This appendix lists the data elements found in the following information categories:

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# Assignment Extra Information

| | |
|---|---|
| **Navigation Procedures** | You can access the data elements listed in the following table through the **People, Enter and Maintain** Window or from the **Request for Personnel Action (RPA)** Window. |

| | |
|---|---|
| **From the People Window** | To get to the data elements listed in the table below from the **People, Enter and Maintain** Window, follow this navigation path: |

✳ **People** → **Enter and Maintain** → **Assignment** → **Others** → **Extra Information**

How to follow path:

1. From the **Navigation List**, Click *People* → *Enter and Maintain*.
2. Click the **<Assignment>** Taskflow Button at the bottom of the **People** Window.
3. Click the **<Others>** Taskflow Button.
4. A **Navigation Options** Window displays. Click *Extra Information*.

A list of Extra Assignment Information Types displays.

| | |
|---|---|
| **From the RPA** | To get to the data elements listed in the table below through the **Request for Personnel Action (RPA)** Window, use the navigation path: |

✳ **RPA** → **Others** → **Assignment Extra Information**

How to follow path:

1. From the **Navigation List**, Click *Request for Personnel Action*, then the appropriate Nature of Action.
2. Click the **<Others…>** Taskflow Button at the bottom of the **Request for Personnel Action** Window.
3. A **Navigation Options** Window will display. Click *Assignment Extra Information*.

A list of Extra Assignment Information Types will display.

# Assignment Extra Information, Continued

**Extra Assignment Information**

From the navigation paths listed above, a list of Extra Assignment Information Types will display:

- Click the Extra Assignment Information Type that corresponds with the data elements you need to access (see table below), then

- Click in the *Details* data field at the bottom of the window.

The data elements listed in the right column of the table will display, based on the Extra Assignment Information Type selected.

| Extra Assignment Information Type | Details (Data Elements) |
|---|---|
| **Additional Assignment Information** | • Access DOD Hiring Freeze<br>• Weekly Hours<br>• Date Intermit Wrk Sch Beg<br>• Pay Protection (Army)<br>• Tour of Duty (Navy)<br>• Dt Paternity Lv Ends<br>• Dt Maternity Lv Ends |
| **Army AGR** | • Duty MOS Qualified<br>• Dt Qualified Duty MOS<br>• Dt Basic Active Service<br>• Qual Sel Retention Ind<br>• Date PCS |
| **CAO** | • Gaining Office Number<br>• Losing Unit |
| **File ID Flag** | • Employee Type |
| **SALARY_CHG_INFO2** | |
| **Type of Detail** | • Date From<br>• Date To<br>• Type Of Detail |

# Assignment Extra Information, Continued

**Extra Assignment Information** (continued)

| Extra Assignment Information Type | Details (Data Elements) |
|---|---|
| **US Government Assignment NTE Dates** | • Assignment NTE Start Date<br>• Assignment NTE<br>• LWOP NTE Start Date<br>• LWOP NTE<br>• Suspension NTE<br>• Furlough NTE Start Date<br>• Furlough NTE<br>• LWP NTE Start Date<br>• LWP NTE<br>• Sabbatical NTE Start Date<br>• Sabbatical NTE<br>• Assignment Number |
| **US Government Assignment Non SF52** | • Date Arrived Personnel Office<br>• Duty Status<br>• Key Emergency Essential Empl<br>• Non-Disclosure Agmt Status<br>• Date WTOP Exemption Expires<br>• Part-time Indicator<br>• Qualification Standards Waiver<br>• Trainee Promotion ID<br>• Date Trainee Promotion Expect |
| **US Government Assignment SF52** | • Step or Rate<br>• Tenure<br>• Annuitant Indicator<br>• Pay Rate Determinant<br>• Work Schedule<br>• Part-Time Hours Biweekly |

# Element Entries

| | |
|---|---|
| **Navigation Procedures** | To get to the data elements listed in the table below, from the **People, Enter and Maintain** Window follow the navigation path: |

⋆ **People → Enter and Maintain → Assignment → Entries**

How to follow path:

1. From the **Navigation List**, Click *People → Enter and Maintain*.
2. Click the **<Assignment>** Taskflow Button.
3. Click the **<Entries>** Taskflow Button.
4. An **Element Entries** Window will display, with a list of Element Names for which the employee has entries:

   - Click the Element Name that corresponds with the data elements you need to access (see table below), then
   - Click the **<Entry Values>** Taskflow Button at the bottom of the **Element Entries** Window.

The data elements listed in the right column of the table will display, based on the Element Name selected.

| | |
|---|---|
| **Element Names and Entries** | |

| Element Name | Element Entries (Data Elements) |
|---|---|
| **Adjusted Basic Pay** | • Adjusted Pay |
| **Army Diver*** | • Diver Rate<br>• Diver Tender Rate |
| **Army Italian Supplemental Pay** | • Skills Pay<br>• Seniority Pay<br>• Frozen Seniority Pay<br>• Third Element Pay<br>• Contingence Pay<br>• Quadri Allowance<br>• EDR<br>• US Forces Differential<br>• SPA |

# Element Entries, Continued

**Element Names and Entries** (continued)

| Element Name | Element Entries (Data Elements) |
|---|---|
| **AUO** | • Premium Pay Ind<br>• Amount |
| **AUOT NAF** | • AUOT Amount<br>• AUOT Percent |
| **Availability Pay** | • Premium Pay Ind<br>• Amount |
| **Basic Salary Rate** | • Salary |
| **COLA NAF** | • Percent<br>• Amount |
| **Danger Pay** | • Last Action Code<br>• Location |
| **EDP Hazard Pay** | • Premium Pay Ind<br>• Hazard Type |
| **Entitlement** | • Code<br>• Amount or Percent |
| **FEGLI** | • FEGLI<br>• Eligibility Expiration |
| **Foreign Lang Profieciency Pay** | • Certification Date<br>• Pay Level or Rate |
| **Government Awards** | • Award Agency<br>• Award Type<br>• Amount or Hours<br>• Percentage<br>• Group Award<br>• Tangible Benefit Dollars<br>• Award Payment<br>• Date Award Earned<br>• Date Earned |
| **Health Benefits** | • Enrollment<br>• Health Plan<br>• Temps Total Cost |

# Element Entries, Continued

**Element Names and Entries** (continued)

| Element Name | Element Entries (Data Elements) |
|---|---|
| **Health Insurance NAF AR** | • Health Insurance Eligibility<br>• Health Insurance Plan<br>• Plan Option<br>• Health Benefit Effective<br>• Health Benefits |
| **Home Leave** | • Eligibility Date<br>• Accrual Days Per Year<br>• Last Action Code<br>• Days Authorized |
| **Hours Left to Work** | • Hours Left to Work |
| **Hours WGI Adj Accumulator NAF** | • Accumulator<br>• Nonpay HRS Mins WGI |
| **Hours Worked Local National** | • Hours Worked |
| **Imminent Danger Pay** | • Amount<br>• Location<br>• Last Action Code |
| **Insurance NAF AF** | • Group Insurance<br>• Group Election<br>• Life Plan<br>• Health Plan<br>• Class Code |
| **Intergovt Personnel Act IPA** | • Amount |
| **Intermittent Accrual** | • Days worked<br>• Days Worked SCD<br>• Hours Worked<br>• Appraisal Days<br>• Days Worked Career<br>• Days Worked Probation<br>• Days Worked WGI<br>• Days Worked VRA |

# Element Entries, Continued

**Element Names and Entries** (continued)

| Element Name | Element Entries (Data Elements) |
|---|---|
| **Life Insurance NAF Army** | • Life Insurance Plan Code<br>• Life Insurance Optional<br>• Life Insurance Effective |
| **Living Quarters Allowance** | • Purchase Amount<br>• Purchase Date<br>• Rent Amount<br>• Utility Amount<br>• Last Action Code<br>• Location<br>• Quarters Type<br>• Shared Percent<br>• No. Family Members<br>• Summer Record<br>• Quarters Group<br>• Currency |
| **Living Quarters Allowance Paid** | • Purchase Amount<br>• Rent Amount<br>• Utility Amount<br>• Pay Period Number<br>• Date Last Recon |
| **Locality Pay** | • Locality Adjustment |
| **NBC Equipment\*** | • Equipment Issued |
| **Non Pay Days** | • Probation Days<br>• Non Pay Days for SCD<br>• Non Pay Days for VRA |
| **Non Pay Hours** | • Non Pay Hours |
| **Non Watch Allowance** | • Allowance |
| **Number of Class Hours** | • Class Hours |
| **Other Pay** | • Amount |
| **Part Time Hours Worked** | • Hours |

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# Element Entries, Continued

**Element Names and Entries** (continued)

| Element Name | Element Entries (Data Elements) |
|---|---|
| **Post Differential Amount** (Post Allowance) | • Amount<br>• Last Action Code<br>• Location<br>• No. Family Members |
| **Post Differential Percent** | • Percentage<br>• Last Action Code<br>• Location |
| **Premium Pay** | • Premium Pay Ind.<br>• Amount |
| **Recruitment Bonus*** | • Amount<br>• Expiration Date |
| **Reimbursement Moving Expense** | • Moving Expenses |
| **Relocation Bonus*** | • Amount<br>• Expiration Date |
| **Replacement Supplement*** | • Supplement |
| **Representational Time*** | • Type<br>• Hours<br>• Cost<br>• Pay Period<br>• Travel Cost<br>• ASD Flag |
| **Retention Allowance** | • Percent<br>• Date<br>• Amount |
| **Retention Allowance NAF** | • Retention Allowance<br>• Expiration Date<br>• Retention Review OT<br>• Review Date |
| **Retirement Annuity** | • Summary |
| **Retirement Plan** | • Plan<br>• FERS Eligibility Expires |

# Element Entries, Continued

**Element Names and Entries** (continued)

| Element Name | Element Entries (Data Elements) |
|---|---|
| **Salary Left to Earn** | • Salary Left to Earn |
| **Separate Maintenance Allowance** | • Amount<br>• Last Action Code<br>• Category |
| **Severance Pay*** | • Amount<br>• Total Entitlement Weeks<br>• Number Weeks Paid<br>• Weekly Amount |
| **Severance Pay Calculation*** | • Date Requested<br>• SCD Severance<br>• Salary<br>• Sev Pay Weeks Paid<br>• Sev Pay Avg Hours |
| **Shift Differential*** | • Shift Assigned<br>• Second Shift Salary<br>• Third Shift Salary |
| **Shift Differential NAF*** | • Second Shift Salary<br>• Third Shift Salary |
| **Staffing Differential** | • Amount |
| **Supervisory Differential** | • Amount |
| **Supplemental Pay** | • Type<br>• Pay Basis<br>• Percentage<br>• Amount |
| **Supplemental Post Allowance** | • Amount |
| **Temporary Lodging Allowance** | • Allowance Type<br>• Daily Rate |

# Element Entries, Continued

**Element Names and Entries** (continued)

| Element Name | Element Entries (Data Elements) |
|---|---|
| **TSP** | • Amount<br>• Rate<br>• G Fund<br>• F Fund<br>• C Fund<br>• Status<br>• Status Date<br>• Eligibility Date |
| **Total Pay** | • Total Salary |
| **Tropical Differential** | • Indicator<br>• Percent |
| **Uniform Allowance** | • Allowance |
| **Within Grade Increase** | • Status<br>• Date Due<br>• Pay Date<br>• Last Increase Date<br>• Postponmt Effective<br>• Postponmt Determ Due |

*Non-Recurring

# Person Special Information

**Navigation Procedures**

You can access the data elements listed in the following table through the **People, Enter and Maintain** Window or from the **Request for Personnel Action (RPA)** Window.

**From the People Window**

To get to the data elements listed in the table below from the **People, Enter and Maintain** Window, use the navigation path:

✯ **People → Enter and Maintain → Special Info**

How to follow path:

1. From the **Navigation List**, Click *People → Enter and Maintain*.

2. Click the **<Special Info>** Taskflow Button at the bottom of the **People** Window.

A **Special Information** Window displays.

**From the RPA**

To get to the data elements listed in the table below through the **Request for Personnel Action (RPA)** Window, use the navigation path:

✯ **RPA → Person → Special Info**

How to follow path:

1. From the **Navigation List**, Click *Request for Personnel Action*, then the appropriate Nature of Action.

2. Click the **<Person>** Taskflow Button at the bottom of the **Request for Personnel Action** Window.

3. The **People** Window will display. Click the <**Special Info**> Taskflow Button at the bottom of the **People** Window.

A **Special Information** Window displays.

# Person Special Information, Continued

**Person Special Information**

From the navigation paths listed above, a list of Special Information categories ("names") will display:

1. Click the Special Information category ("name") that corresponds with the data elements you need to access (see table below), then

2. Click in the *Details* data field at the bottom half of the window. This will run a query to retrieve any data in the system, in that category, for the employee, then

3. Click in the *Details* data field a second time. A window will display that includes all the data elements for that special information category (see table below).

| Special Information Name | Details (Data Elements) |
|---|---|
| **ACQ-1102 Series** | • Qualification Basis<br>• Date Appointed/Qualified<br>• Qual Basis-Education<br>• Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver Series<br>• Date Waiver Granted |
| **ACQ-AF Technical Appraisal** | • Effective Date of Evaluation<br>• Type of Acquisition Rating<br>• Series of Evaluation<br>• Contracting-Related Potential<br>• 2nd Series of Evaluation<br>• 2nd Contracting-Related Potential<br>• Supervisory Potential Evaluation |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **ACQ-Assignment Review** | • Dt Tenure Agreement Ends<br>• Date Asgt Review Due<br>• Dt Major Milestone One<br>• Dt Major Milestone Two<br>• Dt Major Milestone Three<br>• Dt Major Milestone Four<br>• Dt Last Major Milestone<br>• Dt Next Major Milestone<br>• PD Number<br>• Asgt Review Action Type<br>• Agency<br>• Date From<br>• Assignment Program ID<br>• Dt Review Asgt Complete<br>• Dt Asgt Change Effective<br>• Asgt Review Career Cat<br>• Special Acq Asgt Review<br>• Asgt Review NOAC<br>• Asgt Review Auth 1<br>• Asgt Review Auth 2 |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **ACQ-Career Information** | • Career Level Required<br>• Position Indicator<br>• Position Career Category<br>• Position Career Program ID (AF)<br>• Special Assignment<br>• Program Type<br>• Contractor Job Site<br>• Job Specialty 1<br>• Job Specialty 2<br>• Employee Career Field<br>• Career Level Achieved<br>• Date Career Level Achieved<br>• Career Level Authority<br>• Training Program |
| **ACQ-Contracting Officer** | • Qualification Basis<br>• Qual Basis Courses<br>• Qual Basis Experience<br>• Qual Basis Education<br>• Dt Appointed/Qualified<br>• Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver Education<br>• Waiver Experience<br>• Waiver Courses<br>• Date Waiver Granted |
| **ACQ-Crit Acq Posn Waivers** | • Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Date Waiver Granted<br>• Exception to CAP Quals<br>• Date Exception Granted |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **ACQ-Other CAP Waivers** | • Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver CORPS Membership<br>• Date Waiver Granted |
| **ACQ-PEO Waivers** | • Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver Courses<br>• Waiver Experience<br>• Waiver CAP Experience<br>• Waiver PM/DPM Experience<br>• Waiver CORPS Membership<br>• Date Waiver Granted |
| **ACQ-PM and DPM Waivers** | • Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver Courses<br>• Waiver Experience<br>• Waiver SPO Experience<br>• Waiver CORPS Membership<br>• Date Waiver Granted |
| **ACQ-SCO Waivers** | • Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver Experience<br>• Waiver CORPS Membership<br>• Date Waiver Granted |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **ACQ-SES Waivers** | • Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver Experience<br>• Waiver Cap Experience<br>• Waiver CORPS Membership<br>• Date Waiver Granted |
| **ACQ-Warrant Data** | • Warrant Type<br>• Warrant Amount<br>• Warrant Type (From Date)<br>• Warrant Type (To Date) |
| **AF Career Management Program** | • Registration Data |
| **AGR Prof Dev Program Data** | • Course Required<br>• Status<br>• Date Required Completion<br>• Date Completed |
| **AGR Reassignment Data** | • Dt Last Reasgn<br>• Last Reasgn Location<br>• Relocation Area<br>• Relocation In State<br>• Relocation Out State |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **Allowance and Special Pay** | • PP End Date<br>• Recur Allow<br>• Recruit Incentive<br>• Benefit Allow<br>• Physician Allow<br>• Transfer Allow<br>• ED Travel Allow<br>• Interest Amt<br>• Reempl Annuit Offset<br>• Separate Incentive<br>• Severance pay<br>• Lump Sum Leave Pay<br>• Cash Award |
| **Appraisal-Non-Appr Fund** | • Date Appraisal Due<br>• Current Appraisal Score<br>• Supervisor Appraisal<br>• Date of Rating<br>• Perf Evaluation<br>• Date of Evaluation<br>• Date Prob Appr Due<br>• Unit<br>• Organization Structure ID<br>• Office Symbol<br>• Pay Plan<br>• Grade |
| **Army Career Program** | • Career Program<br>• Registration<br>• Comp Devel Group<br>• Comp Dev Grp Grad<br>• Current Devlmnt Asgt |
| **Certifications** | • Teacher Certifications |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **Completed Training** | • Course Title<br>• Total Course Hours<br>• Class Start Date<br>• Class Graduation Date<br>• Course Grade<br>• Date Withdrawn<br>• Actual Total Cost<br>• Actual Direct Cost<br>• Actual Indirect Cost<br>• Funded by Direct<br>• Funded by Indirect<br>• Funding Source<br>• Direct PEC ID<br>• Indirect PEC ID<br>• Training Source<br>• Type<br>• Method<br>• Priority Indicator<br>• Course Code<br>• Decision Source<br>• PCS Cost Indicator<br>• Local Code<br>• Major Claimant MAJCOM Data<br>• Course Category<br>• Course Name |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **Contributions Info** | • PP End Date<br>• Empl FEGLI Basic<br>• Empl FEGLI Opt<br>• Employer FEGLI<br>• Empl FEHB<br>• Employer FEHB<br>• Empl Retirement<br>• Employer FERS<br>• Employer CSRS<br>• Emplr TSP G Fund<br>• Emplr TSP C Fund<br>• Emplr TSP F Fund<br>• Emplr TSP 1 Pct<br>• Emplr Medicare<br>• NAF Retirement<br>• PP 401K Info<br>• State Empl Retire<br>• Mil Deposit |
| **Cost Budget Info** | • PP End Date<br>• RCCC<br>• OBAN Asn Bcn<br>• Acct Activity<br>• Approp Code<br>• Asgn Job Cost Center<br>• Fund Code<br>• Prog Element<br>• Employee Status<br>• Fiscal/Program Year<br>• Payroll Ofc ID<br>• Agency Code<br>• Organization |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **Demo Project-AF** | <ul><li>CCS Assessment Score Eff Dt</li><li>CCS Actual Score</li><li>CCS Expected Score</li><li>CCS Actual Salary Increase</li><li>CCS Salary Contrib Pool</li><li>CCS Delta-X</li><li>Actual Score</li></ul> |
| **Demo Project-Army** | <ul><li>Actual Score</li><li>Perf Pay Increase</li><li>Type Pay Increase</li></ul> |
| **Demo Project-NV Warfare Labs** | <ul><li>Dt Last Bonus Pd</li><li>Bonus Amount</li><li>Bonus Point Value</li><li>Bonus Percentage</li><li>Cont Pay Eff Date</li><li>Cont Pay Amount</li><li>Cont Pay Point Value</li><li>Cont Pay Percentage</li></ul> |
| **Demo Project-Navy** | <ul><li>Bonus Indicator</li><li>Bonus Reason</li><li>Increments Held</li><li>Performance Constraint Ind</li><li>Pay Plan</li><li>Grade</li><li>Step</li></ul> |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **Earnings and Pay** | • PP End Date |
| | • Regular Pay |
| | • Overtime Earnings |
| | • Holiday Pay |
| | • Standby Pay |
| | • Sunday Pay |
| | • Night Pay |
| | • Hazard Pay |
| | • Environmental Pay |
| | • COLA |
| | • Bonus |
| | • Supvy Differential |
| | • Tropical Pay |
| | • Danger Pay |
| | • Extracurricular Pay |
| | • Extra Duty Pay |
| | • Locality Percent |
| | • Regular Pay |
| | • Overtime Hours |
| | • Night Diff Hours |
| | • Hazard Hours |
| | • Holiday Hours |
| | • Stby AUO Hours |
| | • Sunday Hours |
| | • Admin LV Hours |
| | • Regular Hours |
| | • Net Pay |
| | • Gross Pay |
| | • Remote Site Pay |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **Education** | • Education Level<br>• Academic Discipline<br>• Year Degree/Cert Attained<br>• Credit Hours<br>• Credit Type<br>• Type of School<br>• College-Major-Minor<br>• Academic Institution Name<br>• Coop Gradation Date |
| **Employee Leave Info** | • PP End Date<br>• AL Earned<br>• AL Used<br>• AL Balance<br>• AL Forfeit<br>• SL Earned<br>• SL Used<br>• SL Balance<br>• Comp Time Earned<br>• Comp Time Used<br>• Comp Time Balance<br>• Comp Time Unused<br>• Comp Time Date<br>• Comp Time Rate<br>• Mil Lv Earned<br>• Mil Lv Used<br>• Mil Lv Balance<br>• Time Off End Balance<br>• Time Off Old Date<br>• Time Off Old Hours<br>• Time Off Used<br>• AL Used YTD<br>• SL Accumulated |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **NAF Army Payroll-Bonds** | <ul><li>Denomination Code</li><li>Bond Action Code</li><li>Number of Bonds</li><li>Num of Bi-weekly Deductions</li><li>Co-owner Bond Code</li><li>Name of Co-owner/Beneficiary</li><li>SSAN of Co-owner/Beneficiary</li><li>SEP Owners Name</li><li>SEP Owners SSN</li><li>Effective Date</li><li>Mail Code</li><li>Mail Address-Street</li><li>Mail Address-Supplement</li><li>Mail Address-Unit Add</li><li>Mail Address-City</li><li>Mail Address-State</li><li>Mail Address-Zip</li><li>Mail Address-Zip-4</li></ul> |
| **NAF Career Program** | <ul><li>Geographic Availability</li><li>Lowest Acceptable Grade</li></ul> |

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# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **NAF Rev Pay Deductions** | • HMO Deduction |
| | • GLI Deduction |
| | • Organization Dues |
| | • Bond Purchase |
| | • Bond Deduction |
| | • Bond Balance |
| | • Other Deduction Amount |
| | • Allotment Deduction |
| | • Charity Contribution |
| | • GLI Contribution |
| | • HMO Contribution |
| | • EIC Advance |
| | • 401(K) TSP Deduction |
| | • 401(K) TSP Contribution |
| | • TSP Auto Contribution |
| | • Net Pay |
| | • Check Number |
| | • PP Ending date |
| | • Leave Adjustment Code |
| | • Cumulative Retirement |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **NAF Rev Pay Leave Time 1** | • Annual Leave Earned-PP<br>• Annual Leave Taken-PP<br>• Annual Leave Taken-YTD<br>• Annual Leave Open Balance<br>• Annual Leave Accrued-YTD<br>• Annual Leave Cumulative Balance<br>• Annual Leave Max Carry Over<br>• Annual Leave Use or Lose<br>• Restored Annual Leave Acct 1<br>• Expired Year Acct 1<br>• Restored Annual Leave Acct 2<br>• Expired Year Acct 2<br>• Restored Annual Leave Acct 3<br>• Expired Year Acct 3<br>• Accum BRAC Leave Balance<br>• Sick Leave Earned-PP<br>• Sick Leave Accrued-YTD<br>• Sick Leave Taken-PP<br>• Sick Leave Taken-YTD<br>• Sick Leave Cumul Balance<br>• Comp Time Earned-PP<br>• Comp Time Taken-PP<br>• Comp Time Balance<br>• Comp Time Hrs Conv Paid-PP<br>• Comp Time Conv Paid PP Value |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **NAF Rev Pay Leave Time 2** | • AWOP Code<br>• AWOP Service Year<br>• AWOP Taken-PP<br>• AWOP Since Last Increase<br>• Lump Sum Leave Hours Paid<br>• Lump Sum Leave Value Paid<br>• Military Leave Days Taken-PP<br>• Military Leave Days Taken-YTD<br>• Home Leave Opening Balance<br>• Home Leave Accrued-PP<br>• Home Leave Accrued-YTD<br>• Home Leave Taken-PP<br>• Home Leave Taken Value-PP<br>• Home Leave Taken-YTD<br>• Home Leave Balance Current<br>• Home Leave Accrual rate<br>• Home Leave Overseas EOD<br>• Home Leave Eligibility Date<br>• Home Leave Accrual Date<br>• Home Leave AWOP Hours-PP |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **NAF Rev Pay Salary** | • Base Pay Hours Worked<br>• Rate Salary<br>• Basic Pay-PP<br>• Overtime Hours-PP<br>• Overtime Pay Amount-PP<br>• Sunday Premium Hours-PP<br>• Sunday Premium Value-PP<br>• Night Differential Hours-PP<br>• Night Differential Value-PP<br>• Other Pay-PP<br>• Other Pay Amount-PP<br>• Other Pay Code<br>• Hazard Pay-PP<br>• Severance Pay-PP<br>• Section 79 Income-PP<br>• Gross Pay-PP |
| **NAF Rev Pay Taxes** | • Gross Pay Subject to OASDI<br>• Gross Pay Subject to Medicare<br>• Non-Taxable Income<br>• Federal Tax<br>• LQA Earnings<br>• TQSA(A)(TLA/SPA)<br>• SMA Earnings<br>• PA Earnings<br>• OASDI Deductions<br>• OASDI Contribution<br>• Retirement Deduction<br>• Retirement Contribution<br>• Medicare Deduction<br>• Medicare Contribution<br>• State Tax 1 / State Tax 2<br>• Local Tax 1/ Local tax 2 |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **NOA Transactions** | • First Nature Action <br> • Second Nature of Action <br> • Effective Date |
| **Required Training** | • Course Title <br> • Required Date <br> • Type <br> • Source <br> • Course Category <br> • Course Name |
| **Special Leave Info** | • PP End Date <br> • Religious Earn <br> • Religious Used <br> • Religious Balance <br> • Credit Hrs Earn <br> • Credit Hrs Used <br> • Credit Hrs Balance <br> • Non Pay Used <br> • LWOP Used <br> • Shore Leave <br> • Home Leave <br> • Law Enforce Leave <br> • Donated Lv Used <br> • Donated Lv Bal <br> • Frozen SL FERS Bal |
| **US Gov Cndtn of Emplmt** | • Drug Test Date <br> • Physical Exam or Test Type <br> • Physical Date <br> • Type of Occupational Cert <br> • Date Occupational Cert Issued |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **US Gov Conduct Perf** | • Adverse Action NOAC<br>• Cause of Disciplinary Action<br>• Date of Adverse Action<br>• Days Suspended<br>• Date Suspension Over 30 Days<br>• Date Suspension Under 30 Days<br>• PIP Aciton Taken<br>• PIP Beginning Date<br>• PIP Ending Date<br>• PIP Extensions<br>• PIP Length<br>• Date Reprimand Expires |
| **US Gov Education** | • Educational Level<br>• Academic Discipline<br>• Year Degree/Cert Attained<br>• Credit Hours<br>• Credit Type<br>• Type of School<br>• College-Major-Minor<br>• Academic Institution Name<br>• Coop Graduation Date |
| **US Gov Language** | • Language Identifier<br>• Language Proficiency Level<br>• Language  Reading Proficiency<br>• Language Speaking Proficiency<br>• Language Listening Proficiency<br>• Language Proficiency Test Date |

# Person Special Information, Continued

**Person Special Information** (continued)

| Special Information Name | Details (Data Elements) |
|---|---|
| **US Gov Perf Appraisal** | • Appraisal Type<br>• Rating of Record<br>• Date Effective<br>• Rating of Record Pattern<br>• Rating of Record Level<br>• Date Appraisal Period Ends<br>• Unit<br>• Organization Structure ID<br>• Office Symbol<br>• Pay Plan<br>• Grade<br>• Date Due<br>• Appraisal System Identifier |
| **US Gov Spcl Consdrtn** | • Spcl Plcmt Consid Reason<br>• Date Prty Plcmt Consid Begins<br>• Date Prty Plcmt Consid Ends<br>• Spcl Pay Plan<br>• Spcl Grade<br>• Spcl Plcmt Pay Plan-1<br>• Acceptable Grade-1<br>• Spcl Plcmt Pay Plan-2<br>• Acceptable Grade-2<br>• Spcl Plcmt Pay Plan-3<br>• Acceptable Grade-3<br>• Spcl Plcmt Pay Plan-4<br>• Acceptable Grade-4<br>• Date Reemployment Rights Expir |

# Person Extra Information

**Navigation Procedures**

You can access the data elements listed in the following table through the **People, Enter and Maintain** Window or from the **Request for Personnel Action (RPA)** Window.

**From the People Window**

To get to the data elements listed in the table below from the **People, Enter and Maintain** Window, use the navigation path:

✶ **People → Enter and Maintain → Extra Information**

How to follow path:

1. From the **Navigation List**, Click *People → Enter and Maintain*.

2. Click the **<Extra Information>** Taskflow Button at the bottom of the **People** Window.

A list of Extra Person Information Types will display.

**From the RPA**

To get to the data elements listed in the table below through the **Request for Personnel Action (RPA)** Window, use the navigation path:

✶ **RPA → Person → Extra Information**

How to follow path:

1. From the **Navigation List**, Click *Request for Personnel Action*, then the appropriate Nature of Action.

2. Click the **<Person>** Taskflow Button at the bottom of the **Request for Personnel Action** Window.

3. The **People** Window displays. Click the **<Extra Information>** Taskflow Button at the bottom of the **People** Window.

A list of Extra Person Information Types will display.

**Note:** You can also access the Person Extra Information data fields by clicking the <**Others**> Taskflow Button at the bottom of the RPA, then click *Person Extra Information* from the **Navigation Options** Window that displays.

# Person Extra Information, Continued

**Extra Person Information**

From the navigation paths listed above, a list of Extra Person Information Types will display:

- Click the Extra Person Information Type that corresponds with the data elements you need to access (see table below), then
- Click in the *Details* data field at the bottom of the window.

The data elements listed in the right column of the table will display, based on the Extra Person Information Type selected.

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **Acquisition Basic Data** | • Months Acquisition Exp<br>• Dt Months Exp Input<br>• Intern Program Indicator<br>• CO-OP Program Indicator<br>• Tuition Indicator<br>• Student Loan Indicator<br>• Contractor Job Site<br>• Acq License-Not Qual. |
| **Acquisition Corps Data** | • Dt Appointed/Qualified<br>• Qualification Basis<br>• Qual Basis-Grade<br>• Qual Basis-Experience<br>• Qual Basis-Degree<br>• Qual Basis-Credit Hrs<br>• Waiver Type<br>• Waiver Reason<br>• Waiver Level<br>• Waiver Education<br>• Waiver Experience<br>• Waiver Grade<br>• Date Waiver Granted |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **Air Force AGR** | <ul><li>Military PAS</li><li>Dt Tot Act Fed Mil Svc</li><li>Dt Tot Fed Comm Svc</li><li>Dt Tot Yrs Comm Svc</li><li>Dt Tot Act Fed Comm Svc</li><li>Dt Retire Elig Cntrl</li><li>Spl Placement Consider Rsn</li></ul> |
| **Army AGR** | <ul><li>Military UIC</li><li>Basic Branch</li><li>Secondary MOS</li><li>Additional MOS</li><li>Priority Placement MOS</li><li>Dt Aviation Service Entry</li><li>Military Education Level</li><li>Last PME Course</li><li>Dt Eligible Next Promotion</li><li>Phys Fit Test Result</li><li>Dt Phys Fit Waiver</li><li>Dt Phys Fit Test</li></ul> |
| **Army Additional Information** | <ul><li>Civilian Type</li><li>Lump Sum Lv-COLA (C of E)</li><li>Lump Sum Lv Indicator (C of E)</li><li>Power Plant Job</li><li>Power Plant Schedule</li><li>Power Plant Grade</li></ul> |
| **Army LN Work Council Membership** | <ul><li>Local Council ID</li><li>Council District ID</li><li>Joint Council ID</li><li>Council Head</li></ul> |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **Army Local National** | • SCD RIF (Germany)<br>• Dt Work Permit Expires<br>• Work Permit Type<br>• Dt Residence Permit Expires<br>• Contract Number<br>• Mecano Number (Belgium)<br>• Number of Children (Belgium)<br>• ROI-NTE Belgium<br>• Employee ID (Korea)<br>• Tuition Reimbursement (Germany)<br>• Youth Representative<br>• Korea Paygroup Number (Korea)<br>• Tax Account Nr (Italy)<br>• Spouse Dependency (Belgium) |
| **Army SPEP** | • SPEP Category<br>• SPEP Intake Source<br>• SPEP  Grad Dt<br>• SPEP DPTR Reason<br>• SPEP Grad Loss<br>• SPEP Target Gr<br>• SPEP Target Srs<br>• SPEP Target Plan<br>• SPEP Training Command<br>• SPEP Assignment Dt<br>• SPEP Graduation Dt<br>• SPEP Entry Grade<br>• SPEP Entry Series<br>• SPEP Entry Pay Plan |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **Birth Information** | • City of Birth<br>• State of Birth<br>• Country of Birth<br>• Previous Name (Maiden, Birth) |
| **CIPMS** | • Geopolitical Area-1<br>• Geopolitical Area-2<br>• Geopolitical Area-3<br>• Geopolitical Area-4<br>• Geopolitical Area-5 |
| **DIS Security** | • Access Level<br>• Date Access Issued<br>• Reinvestigation Due<br>• Indrl Sec Credential Nr<br>• Invest Agency<br>• Tech Credential Nr<br>• SA Badge Credential Nr<br>• Dt Start Occ Series<br>• Investigation Type-1<br>• Dt Investig Complete-1<br>(Additional data fields for up to 10 Investigation Types and Dt Investig Complete) |
| **Handicapped Additional Information** | • Certificate Issue Auth<br>• Certificate Number<br>• Dt Certificate Effective<br>• Cert Expiration Date<br>• Handicap Percent<br>• Representative |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **Local National Conduct/Performance** | • Dt Mgt Init Adv Act<br>• Dt Notice Issued Empl<br>• Dt Empl Reply Adv Act<br>• Dt Labor Court Completed<br>• Dt Final Decsn Adv Act<br>• Dt Grievance Filed<br>• Dt Labor Court Case-From |
| **Local Nationals** | • Preference Category<br>• Icelandic SSAN (Navy)<br>• Icelandic Union Number (Navy)<br>• Bank Account Nr<br>• Date Draft Exemption (Army)<br>• Draft Exemption Status (Army)<br>• Number of Vacation Days (Navy)<br>• Insurance Company (Navy)<br>• Employee Name (Reports)<br>• Marital Status-Italy (Army)<br>• Pension Fund<br>• Vacation Code |
| **Military Affiliation** | • Recall Status (Army)<br>• Dt SF50 to Mil Finance<br>• ART Indicator<br>• Mil Svc Indicator (DMA)<br>• SCD-National Guard Tech |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **National Guard AGR** | • Primary AFSC/MOS<br>• Dt of Service for Pay<br>• Dt DEERS Enroll Start<br>• Sat Service Yrs-Mos-Days<br>• Dt of Enlistment |
| **Navy Security Information** | • Citizenship Basis<br>• Clearance Eligibility<br>• Dt Security Inv Fwd<br>• Investigative Agency<br>• Subject Category<br>• JACS Indicator |
| **OSD MIL** | • Current Rank<br>• Branch of Service<br>• Duty Specialty<br>• Position Sensitivity<br>• Position Number<br>• Dt Tour of Duty Ends<br>• Dt Assigned<br>• Position Title<br>• Authorized Rank<br>• Employee Status<br>• Position Info-1<br>• Position Info-2<br>• Position Info-3<br>• Position Info-4 |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **Other Person Information** | • Sponsor Type |
| | • Sponsor's Component |
| | • SCD Mil Plus Civ-WHS |
| | • Highest PP & Grade Held (WHS) |
| | • Date Assigned Current Agency |
| | • Faculty Rank (USUHS) |
| | • Retirement Plan (USUHS) |
| | • Reason For Mobility |
| | • Dt Svc Reimb Agmt Expir |
| | • Base Closure Support Indicator |
| | • Emergency Contact |
| | • Dependent Date of Birth-1 |
| | • Dependent Date of Birth-2 |
| | • Dependent Date of Birth-3 |
| | • Dependent Date of Birth-4 |
| | • Dependent Date of Birth-5 |
| | • Pseudo SSAN 1 |
| | • Component NOAC, Suffix |
| | • Dt Last Employee Audit (AF) |
| | • Employee ID Number (Navy) |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
| --- | --- |
| **Overseas Tour Person Information** | • Date 5 Yr Overseas Limit Expires<br>• Dt Sponsor Departs (Army)<br>• CONUS Return Reason<br>• Early Return Reason<br>• OSEA Report Dt Requested<br>• Return Register Date<br>• OSEA Return Status<br>• Occ Series Add1<br>• Occ Series Add 2<br>• Occ Series Add3<br>• Occ Series Add 4<br>• Occ Series Add 5<br>• CONUS Occ Series<br>• CONUS Offering PAS<br>• CONUS PAS<br>• CONUS Position Gr<br>• CONUS Posn Pay Plan<br>• CONUS Ret Status<br>• Overseas Ret Geog Avail<br>• Gain/Loss Unit<br>• Dt Overseas Tour Ext Exp<br>• O/S Tour Expire Exemption |
| **Panama** | • |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **Personal Contingency Area** | • CCPO Suspense Code 1 <br> • CCPO Suspense Date 1 <br> • CCPO Suspense Code 2 <br> • CCPO Suspense Date 2 <br> • CCPO Suspense Code 3 <br> • CCPO Suspense Date 3 <br> • CCPO Suspense Code 4 <br> • CCPO Suspense Date 4 <br> • CCPO Suspense Code  5 <br> • CCPO Suspense Date 5 <br> • Contingency Code 1 <br> • Contingency Date 1 <br> • Contingency Code 2 <br> • Contingency Date 2 <br> • Contingency Code 3 <br> • Contingency Date 3 |
| **Training Program Requirements** | • Supervisory Course Completed <br> • Special Program Identifier <br> • Date Trng Obligation Expires <br> • Target Occ Series <br> • Date Journeymen Elig (NV) <br> • Entry Step Apprentice (AF) <br> • Lifeboat Certification (NV) <br> • Dt Nucl/Biomed/Chem Completed <br> • Coop Funding Source |
| **US Government Complaint Tracking** | • EEO Official Type <br> • ID Number <br> • Organization Name <br> • Status <br> • 462 Report Type |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **US Government Conversions** | • Date Conversion Career Begins<br>• Date Conversion Career Due<br>• Date Recmd Conversion Begins<br>• Date Recmd Conversion Due<br>• Date VRA Conversion Due |
| **US Government Mass Actions** | • Mass Salary Selection Flag<br>• Mass Salary Comments<br>• Mass Salary Name<br>• Mass Transfer In Flag<br>• Mass Transfer In Comments<br>• Mass Transfer In Name |
| **US Government Person Group 1** | • Apptointment Type<br>• Type of Employment<br>• Race or National Origin<br>• Date Last Promotion<br>• Agency Code Transfer From<br>• Orig Appointment Auth Code-1<br>• Orig Appointment Auth Code-2<br>• Country World Citizenship<br>• Handicap Code<br>• Consent ID<br>• Date FEHB Eligibility Expires<br>• Date Temp Eligibility FEHB<br>• Date FEHB Dependent Cert Expir<br>• Family Member Employment Pref<br>• Family Member Status |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **US Government Person Group 2** | • Obligated Position Number<br>• Obligated Position Type<br>• Date Overseas Tour Expires<br>• Date Return Rights Expire<br>• Date Statutory Ret Rights Exp<br>• Civilian Duty Stat Contingency<br>• Date Travel Agmt PCS Expires<br>• Drawdown Action ID |
| **US Government Person SF52** | • Citizenship<br>• Veterans Preference<br>• Veterans Preference for RIF<br>• Veterans Status |
| **US Government Probations** | • Date Prob/Trial Period Begins<br>• Date Prob/Trial Period Ends<br>• Date Spvr/Mgr Prob Ends<br>• Spvr/Mgr Prob Completion<br>• Date SES Prob Expires |
| **US Government Retained Grade** | • Date From<br>• Date To<br>• Retained Grade<br>• Retained Step or Rate<br>• Retained Pay Plan<br>• Retained Pay Table ID<br>• Retained Locality Percent<br>• Retained Pay Basis |
| **US Government SCD Information** | • SCD Leave<br>• SCD Civilian<br>• SCD RIF<br>• SCD TSP |

# Person Extra Information, Continued

**Extra Person Information** (continued)

| Extra Person Information Type | Details (Data Elements) |
|---|---|
| **US Government Security** | • Sec Investigation Basis<br>• Type of Sec Investigation<br>• Date Sec Invest Required<br>• Date Sec Invest Completed<br>• Personnel Sec Clearance<br>• Sec Clearance Eligibility Date<br>• PRP/SCI Status Employment |
| **US Government Separation and Retirement** | • FERS Coverage<br>• Previous Retirement Coverage<br>• Frozen Service<br>• NAF Retirement Indicator<br>• Reason For Separation<br>• Agency Code Transfer To<br>• Date Projected Retirement<br>• Mandatory Retirement Date<br>• Separate Pkg Status Indicator<br>• Separate Pkg Register Number<br>• Separate Payroll Office Number<br>• Date Ret Application Received<br>• Date Ret Pkg Sent To Payroll<br>• Date Ret Pkg Received Payroll<br>• Date Ret Pkg To OPM |
| **US Government Uniformed Services** | • Reserve Category<br>• Military Recall Status<br>• Creditable Military Service<br>• Date Retired Uniform Service<br>• Uniform Service Component<br>• Uniform Service Designation<br>• Retirement Grade<br>• Military Retirement Waiver Ind<br>• Exception Retirement Pay Ind |
| **Welfare to Work** | • Welfare to Work |

*Appendix B:  Navigation Paths to Person-Related Data Elements,* Page B-44

# RPA Extra Information

**Navigation Procedures**

You can access the data elements listed in the following table **only** through the **Request for Personnel Action (RPA)** Window.

**Note**: The <**Extra Info**> Taskflow Button located on the **People**, **Enter and Maintain** Window does **Not** access these RPA Extra Information data elements.

**From the RPA**

To get to the data elements listed in the table below through the **Request for Personnel Action (RPA)** Window, use the navigation path:

⋆ **RPA → Extra Information**

How to follow path:

1. From the **Navigation List**, Click *Request for Personnel Action*, then the appropriate Nature of Action.

2. Click the <**Extra Information**> Taskflow Button at the bottom of the **Request for Personnel Action** Window.

An **Extra PA Request Information** Window displays.

**Extra PA Request Information**

From the navigation path listed above, a list of Extra PA Request Information Types will display:

1. Click the Extra PA Request Information Type that corresponds with the data elements you need to access (see table below), then

2. Click in the *Details* data field at the bottom of the window.

The data elements listed in the right column of the table will display, based on the Extra PA Request Information Type selected.

| Extra PA Request Info Type | Details (Data Elements) |
|---|---|
| **US Gov Agency Data** | • Agency Use Block 25<br>• Agency Data Block 40<br>• Agency Data Block 41<br>• Agency Data Block 42<br>• Agency Data Block 43<br>• Agency Data Block 44 |
| **US Gov Payroll Type** | • Payroll Type |

# RPA Extra Information, Continued

**Extra PA Request Information** (continued)

| Extra PA Request Info Type | Details (Data Elements) |
|---|---|
| **US Gov Performance Appraisal** | • Rating of Record<br>• Rating of Record Pattern<br>• Rating of Record Level<br>• Date Appraisal Period Ends |
| **US Gov PD Employee Information** | • Reason for Submission<br>• Explanation<br>• Service<br>• Agency Use |